

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0595***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: LABORATORY ASSISTANT**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform administrative/technical functions associated with tracking and analyzing laboratory data, maintaining records, and testing/analyzing wastewater samples to assure compliance with federal, state and local standards.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs data analysis, interpretation, and programming for the laboratory and pretreatment departments, including design, repair and maintenance.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, spreadsheet, report writing, or other software programs.

Acts as computer systems administrator for the department; modifies computer software as needed; manages computerized data files; performs general maintenance of computer system and office equipment such as backing up data or replacing cartridges.

Logs in wastewater samples, industrial waste samples, and plant samples received by the laboratory; receives and signs chain-of-custody records for incoming samples.

Coordinates necessary sample collection for laboratory and pretreatment departments.

Analyzes wastewater samples by performing standard chemical, bacteriological and physical examinations; analyzes samples as required by environmental agencies, department rules and regulations, plant regulations, and standard laboratory procedures for various parameters such as alkalinity, ammonia, biochemical oxygen demand, chemical oxygen demand, chlorine, cyanide, dissolved oxygen, fecal coliform, grease, lime, nitrogen, oil, pH, phenol, phosphate, silica, solids, surfactants, total organic carbon, total phosphates, and volatile acids.

Calculates and records results of all tests, including quality control tests.

Inspects analyses performed; verifies accuracy, validity, and integrity of laboratory data, calculations, and test results; archives completed samples.

Ensures necessary tests are performed by permit; logs in industrial permits.

Operates a variety of machinery, equipment and tools associated with laboratory operations, which may include a typewriter, plotter, printer, analytical balance, autoclave, centrifuge, chlorine analyzer, cooler, dissolved oxygen meter, drying oven, furnace, heating elements, hot plate, magnetic stirrer, microbic analyzer, pH meter, scale, spectrophotometer, total organic carbon analyzer, water purifier, flow injection analysis system, microwave digestion system, pipettes, burettes, beakers, flasks, diagnostic instruments, and mechanic tools.

Performs various manual tasks, which may include preparing standard solutions and reagent solutions, calibrating laboratory equipment, cleaning laboratory paraphernalia, decontaminating containers, and maintaining laboratory equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Maintains inventory levels of departmental chemicals, equipment and supplies; initiates orders for new or replacement materials.

Maintains records of testing results and laboratory activities in compliance with state reporting requirements.

Maintains pH calibration charts for equipment.

Updates material safety data sheet (MSDS) manual on a regular basis.

Designs forms and calculations to enable data to be interpreted and calculated.

Ensures level of quality control and assurance by generating control limits; performs drafting and plotting of quality control results.

Compiles and/or monitors data pertaining to departmental operations; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Generates manual and/or computerized reports; balances reports; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, charts, schedules, work sheets, sample sheets, chain-of-custody records, labels, documents.

Receives various forms, reports, correspondence, worksheets, permits, chain-of-custody records, manuals, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

### **ADDITIONAL FUNCTIONS**

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training emphasis in computer operations and laboratory procedures; supplemented by one (1) to two (2) years previous experience and/or training involving computer operations and laboratory operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature extremes, electric currents, traffic hazards, burns, broken glassware, explosions, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.